

## Division of Community Nutrition

<i>Subject:</i> <b>WIC Retailer Training</b>		<i>Policy:</i> <b>VEN 8.0 - C</b>
<i>Reference:</i> <b>N / A</b>	<i>Effective:</i> <b>August 12, 2013</b>	<i>Supersedes:</i> <b>August 1, 2006</b>

### **I. Policy:**

It is the policy of the Division of Community Nutrition that local agency personnel shall assist State WIC Office personnel in handling the logistical requirements associated with reauthorization (face-to-face) WIC training provided to authorized retailers, when necessary.

### **II. Procedure(s):**

- A. Local agency personnel may be asked to assist State WIC personnel in handling logistical requirements associated with training WIC authorized retailers, including but not limited to:
- 1) Personnel shall assist in setting up local equipment for conferencing and retailer training sessions held at a local agency site.
  - 2) Personnel shall assist in providing technical assistance i.e., explaining how WIC services are provided, when necessary.
  - 3) Personnel shall assist in making photocopies of training materials and distributing these items to attendees.
  - 4) Personnel shall assist in documenting retail store attendees' names, collecting forms, etc.
- B. Local agency personnel are encouraged to contact their assigned Vendor Liaison and suggest that additional training be provided to a particular WIC authorized store, based upon feedback or repeated complaints received from WIC participants.